



**GREAT YARMOUTH**  
BOROUGH COUNCIL

**A G E N D A**

**for the**

**CABINET**

**18 March 2009**

**at 6.00 pm**

**LARGER PRINT COPY AVAILABLE  
PLEASE TELEPHONE: 01493 846325**

**CABINET**

To be held in the Supper Room, Town Hall, Great Yarmouth  
on Wednesday, 18 March 2009 at 6.00 pm

**A G E N D A**

**DECLARATIONS OF INTEREST**

You have a PERSONAL INTEREST in a matter being discussed at a meeting IF

- It relates to something on your Register of Interests form; or
- A decision on it would affect you, your family or friends more than other people in your Ward.

You have a PREJUDICIAL INTEREST in a matter being discussed at a meeting IF

- It affects your financial position or that of your family or friends more than other people in your Ward; or
- It concerns a planning or licensing application you or they have submitted
- AND IN EITHER CASE a reasonable member of the public would consider it to be so significant that you could not reach an unbiased decision.

If your interest is only PERSONAL, you must declare it but can still speak and vote. If your interest is PREJUDICIAL, you must leave the room. However, you have the same rights as a member of the public to address the meeting before leaving.

**1. MINUTES**

... To confirm the minutes of 18 February 2009 (pages 1-6).

**2. ISSUES ARISING FROM SCRUTINY COMMITTEE, ADVISORY GROUPS AND REGULATORY COMMITTEES**

To consider any issues.

**3. FORWARD PLAN – 1 MARCH – 30 JUNE 2009**

The Forward Plan will follow.

**4. PLANNING AND TRANSPORTATION STRATEGY IN GREAT YARMOUTH**

... The Executive Director (Environment and Economy) report is attached (pages 7-9).

**5. WHEELED BIN POLICY REVIEW**

The Head of Regeneration and Environment's report will follow.

**6. GREAT YARMOUTH BOROUGH SERVICES – PROPOSED CHANGES TO PARTNERSHIP STRUCTURE**

The Head of Regeneration and Environment's report will follow.

**7. 2008/09 BUDGET MONITORING**

... The Head of Financial Services report is attached (pages 10-17).

**8. EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

“That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph(s).....Part 1 of the Schedule 12(A) of the said Act.”

**9. THE BEACON INNOVATION CENTRE**

The Executive Director (Economy and Environment) and Head of Regeneration and Environment's confidential report will follow.

\* \* \* \* \*

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**CABINET**

**18 February 2009 – 6.00 pm**

**PRESENT:**

Councillor B Coleman (in the Chair); Councillors Ames, Peck, Plant, Shrimplin and Stone.

Councillors Castle, Walker and Williamson attended by invitation.

Mr R Packham (Managing Director), Mr P Hardy (Executive Director – Economy and Environment), Mr D Gilbert (Director of Community Housing), Mr S Durcan (Head of Financial Services), Mr P Warner (Head of Planning and Development) and Mr R Hodds (Member Services Manager and Scrutiny Officer).

**1. MINUTES**

The minutes of 21 January 2009 were confirmed.

**2. ISSUES ARISING FROM SCRUTINY, ADVISORY GROUPS AND REGULATORY COMMITTEES**

No issues to report.

**3. FORWARD PLAN – 1 FEBRUARY TO 31 MAY 2009**

Cabinet received the Forward Plan for the period 1 February to 31 May 2009.

**4. AMENDMENT TO THE CORE STRATEGY DEVELOPMENT PLAN DOCUMENT (LOCAL DEVELOPMENT FRAMEWORK)**

Cabinet considered the Head of Planning and Development's report with regard to the amendment to the Core Strategy Development Plan Document (Local Development Framework). Members were advised that the amendment to the Core Strategy Development Plan Document sets out the overall vision and spatial planning strategy for the Borough to 2021 and includes options to locate a housing requirement shortfall of 800 dwellings to 2025

In discussing the Head of Planning and Development's report, Cabinet agreed that the words "and improved community facility" should be included in the text relating to option one relating to Great Yarmouth, Gorleston, Bradwell and Martham after the words A12/A146 link road.

## RESOLVED:

That, subject to the above amendment, Council be recommended to agree that the document "Amendment to the Core Strategy" is published for consultation under Regulation 25 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

## 5. HOUSING REVENUE ACCOUNT BUDGET ESTIMATES 2009/10

Cabinet considered the report of the Director of Community Housing on the draft Housing Revenue Account Budget for 2009/10. The report sets out the reasons for requesting an increase in rents and service charges for Council dwellings and garages.

The Director of Community Housing tabled an addendum to his report which highlighted changes with regard to the percentage to be applied to the rent increases and service charges in order to comply with Government guidelines for rent restructuring. The Director of Community Housing reported that it was essential that the revised figure from 6.3% to 6.83% was applied in order to ensure that the Council not only meets the Government's requirement for rent restructuring but also to avoid an on-going loss of rental income of £124,000 each year in the future.

## RESOLVED:

That Council be asked to:-

- (i) Approve the Housing Revenue Account (HRA) (Great Yarmouth Community Housing Service Plan) 2008/09 Revised and 2009/10 Original Budget Estimates.
- (ii) Approve the three year budget forecast for the Housing Revenue Account for the year 2010/11, 2011/12 and 2012/13.
- (iii) Make any amendments it thinks appropriate.
- (iv) Approve an average dwelling rent increase of £3.82 which is the equivalent of an average increase of 6.83% in accordance with the Government Rent Restructuring Formula.
- (v) Approve that the charges for garages be increased by 5%.
- (vi) Approve that service charges for the caretaking service be increased by 6.83%.
- (vii) Approve that the service charge for the maintenance of OAP gardens be increased by 6.83% from £1.60 to £1.71 (plus VAT).
- (viii) Approve that the service charge for communal heating be increased by 111% from £4.50 to £9.50.
- (ix) Approve that the service charges for the warden service be increased by 3%.
- (x) Note that the Officers will undertake a review of the HRA Budget and services commencing in July 2009, in order to identify savings and efficiencies for implementation during the budget estimate exercise for 2010/11.

Cabinet:

## 6. HOUSING MAJOR WORKS PROGRAMME 2009/10 TO 2012/13

Cabinet considered the Director of Community Housing's report on the Housing Major Works Programme 2009/10 to 2012/13. The report presents the proposed HRA Major Works Programme for 2009/10, together with an explanation of the finances available to support it.

RESOLVED:

That Council be recommended to:-

- (i) Approve the levels of funding to support the Housing Major Works Programme for 2009/10 as set out in the Director of Community Housing's report.
- (ii) Agree the inclusions of the schemes, as set out in the Director of Community Housing's report in the 2009/10 programme.
- (iii) Agree over-programming in order to accommodate slippage of 7.5%.
- (iv) Authorise the Director of Community Housing to modify the programme, by way of extensions, additions or deferrals, should the need arise during the year, in order to achieve the appropriate programme spend.
- (v) Note the draft Housing Major Works Programmes for subsequent years.

## 7. MEDIUM TERM FINANCIAL STRATEGY 2009/10 TO 2011/12

Cabinet considered the Head of Financial Services' report on the Medium Term Financial Strategy for the period 2009/10 to 2011/12.

RESOLVED:

That Council be recommended to:-

- (i) Approve the Medium Term Financial Strategy 2009/10 to 2011/12.
- (ii) Approve the Policy on the Level and Nature of Reserves as set out in the Head of Financial Services' report.

## 8. CAPITAL PROGRAMME AND PRUDENTIAL INDICATORS 2009/10

Cabinet considered the Head of Financial Services' report which presented the proposed capital programme for 2008/09 to 2011/12, together with the proposed approach to the overall financing of this programme for the next three years. The report also outlined the Council's Prudential Indicators for 2008/09 to 2011/12 which is required by the CIPFA Prudential Code for Capital Finances in Local Authorities. In accordance with the Capital Finance Amendment Regulations, the report contained a statement of the policy the Council will follow with regard to the calculation of the Minimum Revenue Provision (MRP) for 2009/10.

RESOLVED:

That Council be recommended to:-

- (i) Approve the Capital Programme and its associated financing for 2009/10 to 2011/12.

- (ii) Adopt the Prudential Indicators and Limits for 2008/09 to 2011/12.
- (iii) Approve the Minimum Revenue Provision (MRP) Statement which sets out the Council's policy on MRP.

#### 9. TREASURY MANAGEMENT STRATEGY 2009/10

As part of CIPFA's Prudential Code, and the CIPFA Code of Practice on Treasury Management Requirements, Cabinet was asked to consider the Head of Financial Services' report on the Treasury Management Strategy which included both the investment and borrowing strategies for the forthcoming year.

**RESOLVED:**

That Council be recommended to:-

- (i) Approve the Treasury Management Strategy 2009/10, and the Treasury Prudential Indicators.
- (ii) Approve the Investment Strategy 2009/10 contained in the Treasury Management Strategy and the detailed criteria relating to specified and non-specified investments.
- (iii) That delegated authority is given to the Head of Financial Services in the conjunction with the Cabinet Member (Resources) to amend the Treasury Management Strategy following advice from the Council's Treasury Management Advisors, or in response to changes in market conditions.

#### 10. BUDGET 2009/10 TO 2011/12 AND COUNCIL TAX 2009/10

Cabinet considered the Head of Financial Services' report which set out the Budget for 2009/10 to 2011/12, together with Council Tax for 2009/10.

**RESOLVED:**

That Council be recommended to approve:-

- (i) That the Budget for 2009/10, as detailed in the Head of Financial Services' report be approved.
- (ii) That the estimates for 2010/11 – 2011/12 be noted, as detailed in the Head of Financial Services' report.
- (iii) That the Fees and Charges for 2009/10 as detailed in the Head of Financial Services' report be approved.
- (iv) That the amounts being calculated by the Council in accordance with Regulation 6 of the Regulations as the amount of Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate, be agreed as detailed in the Head of Financial Services' report.
- (v) That the following amounts are now calculated by the Council for the year 2008/09 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992.

- (a) £71,590,549 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act.
- (b) £51,625,027 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.
- (c) £19,965,522 Being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- (d) £15,184,270 Being the aggregate of sums which the Council estimates will be payable for the year into its general fund in respect of redistributed business rates and revenue support grant increased by the amount of the sums which the Council estimates will be transferred in the year from its collection fund to its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) directions under Section 98(4) of the Local Government Finance Act 1988, as amended by the Collection Fund (General) (England) Direction 2002.
- (e) £152.82 Being the amount at (c) above less the amount at (d) above, all divided by the amount at Recommendation 3 above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.
- (f) £283,890 Being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- (g) £143.75 Being the amount at (e) above less the result given by dividing the amount at (f) above by the amount in Recommendation 4 above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.
- (h) Being the amounts given by adding to the amount at (g) above the amounts of the special items or items relating to dwellings in those parts of the Council's area mentioned in Appendix C divided in each case by the amount at Appendix C, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (i) Being the amounts given by multiplying the amounts at (g) and (h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 32(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

**11. ISSUES DETERMINED BY THE CABINET UNDER THE TERMS OF THE CONSTITUTION**

- (a) Wheeled bins on the highway.

**12. CLOSURE OF MEETING**

The meeting ended at 6.35 pm.

Subject: Planning and Transportation Strategy in Great Yarmouth

Report to: Cabinet – 18 March 2009

Report by: Executive Director (Environment and Economy)

#### SUBJECT MATTER/RECOMMENDATIONS

1. To support the proposal to form a Joint Member Group with Norfolk County Council to keep under review development and implication of the Great Yarmouth Transport Strategy and to provide Strategy oversight and co-ordination of all matters of joint interest in: -
  - The Third River Bridge, trunk road improvements and other major transportation projects
  - Transportation strategy in relation to the LDF, including the 1<sup>st</sup> East Area Action Plan and other major developments.
  - Parking Policy and Strategy
  - A joint approach to "Street Scene" services and major maintenance works
  - Traffic management, signage, and minor capital works issues
  - Public transport, walking and cycling
2. To support the proposals set out in the report for a joint County/Borough Council project to improve the co-ordination of "Street Scene" services. This would encompass all aspects of managing public spaces, especially public highway, across a range of services, from maintenance and street lighting, fly tipping and graffiti removal.

#### 1. INTRODUCTION

I have recently been in discussion with Mike Jackson, Director of Environment, Transport and Development at the County Council, about how best to progress a range of planning and transportation issues which are of common interest to both the County and Borough Councils.

These issues include

- The Third River Bridge, trunk road improvements and other major transportation projects
- Transportation strategy in relation to the LDF, including the 1<sup>st</sup> East Area Action Plan and other major developments.
- Parking Policy and Strategy
- A joint approach to "Street Scene" services and major maintenance works
- Traffic management, signage, and minor capital works issues
- Public transport, walking and cycling

## **2. MEMBER ARRANGEMENTS**

There is currently good co-operation between the two Councils on these issues. However it is considered that further useful progress could be made by establishing a small, joint group of members to receive reports on strategic matters.

Such a group would be non-executive, but would form a valuable forum for seeking consensus on the way forward on strategic issues.

The suggested Terms of Reference would be to keep under review development and implementation of the Great Yarmouth Area Transportation Strategy and to provide strategic oversight and co-ordination in respect of all matters of joint interest including those matters itemised above.

In order to fulfil this strategic role it is envisaged that the group would include the County Council's Cabinet Member for Planning and Transportation, the Chairman of the Planning and Development Committee and the Cabinet Member for Regeneration and Tourism.

A possible overall make-up would be seven members, comprising four County Councillors and three Borough Councillors, with a political balance to be agreed. It is suggested that the group would meet approximately quarterly, with meetings planned to cover identified issues in depth, following an agreed programme.

It would be important to ensure that the remit of this group and that of the County Council's Area Committee remain distinct. It is envisaged that the new grouping, in addition to providing a focus for County/Borough liaison, would be the starting point for considering strategic matters only. Specific local issues would continue to be handled by the Area Committee. It would be for the County Council to determine whether to report on any strategic matters from the joint grouping to the Area Committee.

## **3. STREET SCENE**

A specific objective agreed by the two chief Executives when the jointly funded Executive Director appointment was made was in relation to coordination of concurrent "Street Scene" services. This term is used to encompass all aspects of managing the public realm, especially public highways, in an holistic manner. These include everything from highway maintenance and street lighting through to litter collection, fly tipping and graffiti removal.

To achieve this requires co-ordination, and potentially shared management and pooling of the oversight of functions currently funded and provided by both the County and Borough Councils.

Although agreed in 2007 as an area for joint working, the uncertainty over local government review - as well as other pressing priorities for the Executive Director - has meant that limited time has been devoted to this important topic to date. However with implementation of any review of local government structures now likely to be at least 24 months away, the time would appear to be right to devote attention and resources to developing this area of collaboration between the County and the Borough.

**FINANCIAL IMPLICATIONS:**

None at this stage

**LEGAL IMPLICATIONS:**

None at this stage

**EXECUTIVE BOARD OR DIRECTOR CONSULTATION:**

Yes

**RECOMMENDATIONS**

That a group comprising four County Councillors and three Borough Councillors, with a political balance, be agreed. It is suggested that the group would meet approximately quarterly, with meetings planned to cover identified issues in depth, following an agreed programme.

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	No
	Financial	No
	Risk	No
	Sustainability	Yes
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No

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**Subject:**

2008/09 BUDGET MONITORING

**Is this decision for:**

Cabinet	Yes	Is it a Key Decision?	No
Single Member	No	Is it a Key Decision?	No
		Portfolio Holder:	Cllr Ames
or a Key Decision for an Officer			

**Date for Decision:**

February 2009

**For publication/  
Not for  
publication?**

For Publication

**Report by:**

Seb Duncan, Head of Financial Services

## **Matter for decision**

This report presents a General Fund Revenue budget performance review and Capital programme as at 31<sup>st</sup> January for combined periods ending December 2008 and 10 months from 1 April 2008 to end of January 2009.

The this report incorporates the budget review conducted as at end of December 2008 as yet unreported due to priority and emphasis given to the 2009/10 General fund budget setting programme.

Cabinet is asked to note the report.

<b>Existing relevant Council policies</b>
Corporate Plan Medium Term Financial Strategy
<b>Budget details</b>
This report deals with the current position on the General Fund and Capital programme.
<b>Consultations</b>
Not applicable, this report is presenting historical financial information
<b>Possible options and recommendations</b>
That Cabinet note the report.
<b>Background Papers</b>
December and January Financial reports.

**Notes:**

- (1) Non confidential reports to Executive must be publicly available for five days beforehand.
- (2) Non confidential reports dealing with key decisions to be taken by a single Executive Member or Officer must be publicly available for five days before the decision is taken. Whether or not such a report is confidential, a copy must be given as soon as practicable to the relevant Overview and Scrutiny Chairman.

**For Member Services Department Use**

Report No. ....  
 Date circulated to Members of Council .....  
 Expiry of call in .....  
 Called in Yes/No

**Subject**

This report presents a General Fund Revenue budget performance review for period ended 31<sup>st</sup> January 2009. The position as at end of December 2008 was reported verbally by the Head of Finance in January 2008. It also includes a Capital programme review as at end of December 2008.

**Decision**

Cabinet is asked to note the report.

**Reasons**

See Appendix 1

**Options Considered and Rejected**

None

**Conflict of Interest**

None

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	Consideration
	Legal	No
	Financial	Yes – this report deals with the Council's General Fund budget
	Risk	Yes - see body of the report
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No

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## Appendix 1

### 1. Executive Summary

- 1.1 This is the 7th monitoring report presented for the 2008-09 budget year.
- 1.2 The 2008-09 budget monitoring process has been revised based upon changes implemented last year. The reported financial position is now reviewed in detail, reported and agreed with heads of service within 10 working days of period end. This report is based upon information resulting from the agreed position as provided and explained by the service accountants to the service unit manager finance and head of finance.
- 1.3 This report includes budget monitoring information for periods to December 2008 and January 2009. A budget review was undertaken for the position as at 31 December 2008 but not reported in January 2009 due to the emphasis and volume of budget setting information being put forward to senior officers and members in the new year. The information within the review was taken into account to inform the budget for 2009/10 and members were verbally briefed on the key headlines by the Head of Finance in January.
- 1.4 The position at the end of January on the General fund is showing an overspend of £365k. Due to the economic downturn there is less income than expected from interest receivable and specifically on land charges a property income. A programme designed to reduce expenditure with the services in the final quarter of the year has been implemented with a view to achieving the budget by the year end.
- 1.5 The most significant underspend remains within Housing and Council Tax Benefit. The improved performance within these teams has led to a reduction in the number of processing errors, which in turn has led to a reduction in the amount of benefit which has been paid out in error. Subsidy due on erroneous payments is significantly less than that on correct payments, and the Council bears the cost.
- 1.6 A significant underspend of (£176k) is showing on Environment relating to budgets delegated to GYBS, our partner organisation. The work relates predominantly to grounds maintenance and street cleansing. It is forecast that these budgets will be underspent by year end.
- 1.7 Establishment savings of £295k to end of January against a target of £299k (£359k full year), this is on target to be achieved.
- 1.8 Additional one off income has been received that will be set off against the intended draw down from reserves. There is £200k additional LABGI, a revenue receipt from OmniPac £475k and benefits subsidy performance reward £200k.
- 1.9 The risks associated with the current outturn position are mitigated by the improved monthly monitoring process and an increased financial awareness with officers. A detailed review of the impact of the current downturn in the economic environment has been conducted to inform the 2009/10 budget and the Medium Term Financial Strategy and also to inform the current budget expectations for 2008/09

Appendix 1

2. General Fund Summary.

Department	Budget YTD £000s	Actual YTD £000s	Variance YTD £000s	Budget Full year £000s	Forecast Outturn £000s	Forecast Variance £000s
Central Services	592	561	(31)	532	532	0
Community Services	1,899	1,863	(36)	4,385	4,385	0
Customer Services	2,996	2,989	(7)	24	24	0
Financial Services	1,537	1,688	151	1,231	1,231	0
Planning and Development	259	310	51	872	872	0
Policy and Improvement	1,457	1,457	0	1,918	1,918	0
Regen and Environment	6,118	5,942	(176)	7,665	7,665	0
Property Tourism and Leisure	(1,553)	(1,412)	141	(617)	(617)	0
Revenues & Benefits	(112)	(341)	(229)	1,091	1,091	0
<b>Sub-Total</b>	<b>13,193</b>	<b>13,057</b>	<b>(136)</b>	<b>17,101</b>	<b>17,101</b>	<b>0</b>
Establishment	(299)	0	299	(359)	(359)	0
Capital charges	0	0	0	(2,173)	(2,173)	0
Other	848	1,050	202	1,153	1,153	0
<b>Total</b>	<b>13,742</b>	<b>14,107</b>	<b>365</b>	<b>15,722</b>	<b>15,722</b>	<b>0</b>

- 2.1 **Central Services** is showing a net underspend of (£31k). This is due to higher than budgeted income being received in Licensing.
- 2.2 **Community Services** The underspend is (£36k) and is mainly from vacant posts and additional grant funding. Within this is a cost pressure showing on the Homelessness Service. Some of the leased properties have been incurring voids due to being below standard resulting in additional use of bed and breakfast. The service is in the process of handing back some properties to the Landlord.
- 2.3 **Customer Services** are showing a net underspend of (£7k) in the year to date due to vacancies net of use of agency staff within customer services.
- 2.4 **Financial Services** is showing an overspend in the year to date of £151k. Consultancy costs have been incurred relating to VAT, procurement and efficiency. These are one off costs incurred to ensure that our financial administrative and internal governance arrangements are robust. This year Concessionary fares became a national scheme with a significant increase in budget to reflect the change in demand and additional reimbursement to the bus operators. The travel data to be used for reimbursement to the bus operators is still being evaluated.
- 2.5 **Planning and Development** . Shows an overspend of £51k. Fee income from planning and land charges applications is lower than planned in the

## Appendix 1

budget due to a downturn in the residential housing market.

- 2.6 **Policy and Improvement** this department is expected to be within budget at year end.
- 2.8 **Regeneration and Environment** is showing an underspend of (£176k) relating to mainly repairs and maintenance. These budgets are being reviewed to align and prioritise repairs and maintenance requirements.
- 2.9 **Property, Leisure and Tourism** Shows a net overspend of £141k. Of this, Property services contribute approximately £81k of lost income from markets, Minerva house and factory units. Tourism is contributing approximately £73k relating to lost revenue from the Tourism brochure and lower income from the Coach Station car park. It is unlikely that this position will be recovered this financial year. Netting off this position is (£13k) saving from the Tour of UK event cancellation. Significant savings from staff vacancies are recovering this position.
- 2.10 **Revenues services** forecast a potential under-spend against budget due to good performance in keeping Local Authority error below the non recoverable threshold values.
- 2.11 **Establishment savings.** Establishment savings target to end January is £299k (£359k full year) compared to total savings on all employee costs to date of £295k. A reduction in temporary staffing the final quarter of the year has been imposed, in order not to increase this overspend .

	Full Year Budget	Profiled to Nov 2008	Spent to Date	Variance on Profiled
Staff Advertisements	22	22	62	40
Agency Staff	308	308	614	306
Employee Expenses	66	66	74	8
Past Service Pension Costs	208	172	172	0
Interview Expenses	5	5	1	(4)
Relocation Costs	8	8	0	(8)
Salary Expenses	11,530	9,823	9,745	(78)
Training	197	172	172	0
Provision for Pay Increase	0	0	0	0
Pension Backfunding	671	559	0	(559)
<b>Total Establishment cost</b>	<b>13,015</b>	<b>11,135</b>	<b>10,840</b>	<b>(295)</b>
Required Savings	(359)	(299)	0	299
(Over)/Under achievement of savings				4

- 2.12 **Other** – includes expenditure relating to pension backfunding, interest payable and receivable, provision for the repayment of debt.

Interest receivable is below budget by due to the significant downturn in interest rates and lost interest from the Icelandic investment resulting in a forecast shortfall against budget. There will also be an increase in interest payable to cover additional borrowing.

## Appendix 1

### 3. Virements

- 3.1 It is not proposed that any virements are necessary at this stage to adjust the current budget.

### 4. Capital

- 4.1 The table below shows the Capital Programme budgets by service along with expenditure to the end of December 2008.

	Revised Budget 2008- 9	Spend to 31 <sup>st</sup> Dec 2009
	£	£
Community Services	2,741,175	2,067,554
Customer Services	2,035,077	1,504,595
Financial Services	113,500	32,920
Regeneration & Environment	6,267,223	3,306,038
<b>Total</b>	<b>11,156,975</b>	<b>6,911,107</b>

- 4.2 At the end of the third quarter of 2008-9 the Capital Programme is continuing to make good progress.
- 4.3 The Customer Services section above includes the Town Hall Restoration project which is due for completion by the end of January 2009. As at 31 December, £1.5m had been spent on this project out of a budget for 2008-9 of £1.96m.
- 4.4 The Financial Services section appears to be heavily under-spent, however, this is mainly due to grant funding that has not yet been drawn down and some costs for the Architects department that are yet to be charged to the Belton with Browston Parish Council sports pavilion project.
- 4.5 Within the Regeneration & Environment section there is a budget of £152,000 which relates to projects that have only recently been given permission to commence, therefore expenditure to date has been limited. These projects include Mill Lane & Edinburgh Avenue car park resurfacing, Market canopy replacement, improvements to the Wellesley Recreation Ground multi-use games area and works to the beach chalets in Gorleston.
- 4.6 Expenditure on the Bretts and Boultons projects remains slightly behind budget for the year to date.
- 4.7 Norfolk County Council (NCC) are currently delivering the Marine Parade Reconstruction project which also appears to be behind budget for the year to date, however, NCC are due to invoice us shortly for works completed up until the end of December.